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POLE GREEN COMMUNITY CENTER
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MECHANICSVILLE, VA 23116

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parksandrec@hanovercounty.gov

DISCOVER CAMPS 2015

PARENT INFORMATION PACKET

Hours

Discover Camps runs 8am-5pm
Monday-Friday

Discover Create: June 22-26 *Black Creek Baptist Church Fellowship Ctr*

Discover Play: July 6-10 *Henry Clay ES/Taylor Complex*

Discover Art in Motion: July 13-17 *New Highland Baptist Church*

Discover Adventure: July 20-24 *Montpelier Park Community Center*

Discover Create: July 27-31 *Montpelier Park Community Center*

Discover Play: August 3-7 *Rural Point ES*

Discover Art in Motion: August 10-14 *American Legion Post 175*

Discover Adventure: August 17-21 *Mechanicsville Christian Center*

Please check your receipt and with site staff for dates/times of planned field trips. Program sites will be CLOSED when the camp is on an off-site field trip.

Expectations

Participants, parents and staff are to address each other respectfully and cordially at all times.

All participants must conduct themselves in a manner which does not endanger their safety or the safety of others.

Complete **Camper Information Sheet** and submit to Site Supervisor on child's first day of camp. This form will be used throughout the summer.

Review and abide by the **Guidelines for Discipline**.

Parent/guardian must provide or arrange for transportation of their child(ren) to and from the program.

Program participants are expected to participate in planned activities and should dress accordingly. **Closed toed shoes** are required, tennis shoes preferred.

Label all personal belongings.

Check the "Lost & Found" for lost items.

Each child must bring a lunch, drinks and two snacks daily.



Camper Information

Please complete **Camper Information Sheet** and submit to Site Supervisor on child's first day of camp. This form will give the site staff information about child's allergies, emergency contacts and authorized pickup persons.

Staff

Our summer staff consist of teachers, college students, high school students and more. Staff participate in mandatory staff trainings. Supervisors and Therapeutic Recreation Aides are CPR and First Aid trained. The Discover Camp staff consists of a site supervisor and recreation aide for up to 20 campers. Additional staff may include Therapeutic Recreation Aide (inclusion coach helping child with special needs) and Leader-in-Training (high school student volunteer).

Medication

There is NO nurse or doctor on site. Children are encouraged to take their medication before or after camp. All medications (including both over the counter and prescription) given at the Summer Sneakers sites must be accompanied by 2 forms:

Authorization/Permission for Administration of Medication form
and a Physician's Order form.

Complete and sign the Authorization and Permission for Administration of Medication form. Submit all forms to the Site Supervisor. Only one day's dosage may be sent to the program site at a time. The staff will secure each dosage of approved medication and make it available to the participant. Medication distribution will be logged daily. These forms are available from the Site Supervisor or the Parks and Recreation Office. Have your child(ren)'s physician complete the Physician's Order form.

Dress Code

We require the children to wear appropriate play clothes during the program. Many days we use paint, glue and other “messy” items.

Please dress your child(ren) appropriately, keeping the weather and active activities in mind. Tennis shoes or rubber-soled shoes are required. Black soled shoes are not recommended.

During the program, for your child(ren)’s safety, bare feet, and sandals are not permitted. Your child(ren) may be sent home or not be allowed to participate in certain activities if the appropriate footwear is not worn.



Shorts and skirts more than five inches above the knee are not appropriate dress for camp.

Tank tops, camisoles, and other revealing tops are not appropriate dress for camp.

Jeans falling below the waistline are not appropriate dress for camp.

Additionally, the following items are also not permitted:

- Articles of clothing with slogans, logos or pictures about drugs, alcohol or tobacco.
- Pictures or words, which are vulgar or hurtful to other people.
- Midriff shirts or shirts that purposely expose the navel, biker shorts, and flip-flops.
- Bandanas and sunglasses (indoors).
- Heelies (shoes with built-in wheels)

For additional dress code policies, please see Regulation 7-3.1 (B) of the Hanover County Public Schools Parent-Student Handbook.

Lunch & Snacks

Each site will have a designated time(s) for participants to eat their snacks and lunch.

1. Please send at least two snacks, drinks and a lunch daily.
2. Label food containers, items and drinks to avoid confusion.
3. Refrigeration and use of microwave are not available for food and drinks.

Children’s lunches should be packed in some type of cooler or insulated lunch bag with an ice pack. Please label cooler with child’s name.

Peanut & Other Allergies

Please note that camp is not a peanut-free program. Other children in the program may bring in peanut products for their lunch/snack.

Please be sure to inform your site supervisor (and include on your Camper Information Sheet) if your child has any allergies. Peanut-free lunch tables may be set-up as needed.

If your child needs access to an epi-pen please be sure to complete the medication forms listed in Medication section as well as bring the epi-pen to the program each day.

Drop-off/pick up of campers

Parents are required to accompany their child(ren) into the building and sign in and sign out their child(ren) each day of the program. This policy is in place to ensure the safety of your child(ren).

When picking up children, please come prepared with a photo ID.

Children cannot be signed in prior to 8:00AM and must be picked up no later than 5:00PM.

Parks and Recreation staff are not permitted to transport participants to or from the program site.

If a child is late being picked up, the staff will attempt to notify parents first, followed by those authorized to pick up the child, and then local emergency contacts will be called. A late notice will be issued after 5:05PM. Continual tardiness may result in your child(ren) being removed from the program. No refunds will be issued.

Individuals picking up children should be prepared to show identification to verify that they are on list of persons authorized to pick up child.

Parents are not permitted to drop off or pick up children at field trip locations. Please check receipt for planned field trip times. Camp site closed during field trips.

Late Pick-up Fee

Parents of campers who are picked up late will be charged \$5 for every 5 minutes late, after a 5 minute grace period.

Guest Campers

Unlike Summer Sneakers or MEGA Middle, the Discover Camp series does NOT have a Guest Camper option.

Cell Phone Policy

The site supervisor cell phone is for camp business and emergencies ONLY. Phone calls by and to staff decreases the level of supervision provided to participants. The cell phone number of your site supervisor will be available on the first day of camp. We ask that you call the site supervisor only when returning their call or if there is an emergency. Your cooperation in this matter is greatly appreciated.

Children at Discover Camps are not permitted to use cell phones or other portable communication devices during regular camp hours.

Therapeutic Recreation Aides

If your child has special needs or requires additional assistance, and needs the help of a Therapeutic Recreation Aide, please contact the department as soon as possible 804-365-7150 or e-mail parksandrec@hanovercounty.gov to discuss availability. The number of TR Aides is limited.

Children participating in the program with the help of a Therapeutic Recreation Aide are encouraged and expected to participate in camp activities as well as still follow camp policies with the support of a TR Aide.

Accidents and Illnesses

The camp keeps a stocked first aid kit on hand at all times. All accidents are documented and parents will be notified if their child is injured while at the program. Routine and minor injuries will be handled by camp staff. (i.e. scraped knee or bruised elbow). The rescue squad will be called if a serious injury is suspected. The parents and/or emergency contact will be notified immediately.

Parents will be contacted when their child is sick. Once parents or the emergency contact person have been contacted, arrangements must be made for the child to be picked up from the program as soon as possible. This policy is in place to ensure the safety of your child(ren).

Typical Day Schedule

The exact schedule of each site will vary, but here is a general idea of a typical day schedule:

8-9am Free Choice or Group Activity
9am Morning Announcements
9-9:30am Outside
9:30am AM Snack
10-11am Program session
11am-12pm Program session
12pm Lunch
12:30pm Mellow games/story-time
1-2pm Program session
2-3pm Program session
3pm Snack
3:30-4:30pm Free Choice or Group Game

Discover camps typically limited to a maximum of 20 campers.

Field Trip Information

Each camp session has one planned field trip. The transportation and entry to the field trip destination is included in the fee paid for camp. Additional information about each trip is included in this packet. All campers in attendance will participate on the field trip.

No campers will be permitted to remain at the camp site during field trips. Parental chaperones are welcome and encouraged. Please notify your Site Supervisor if you are interested in attending the field trip destination or if you have any questions or concerns regarding a field trip.

Parents are not permitted to drop off or pick up children at field trip locations.

Campers are encouraged not to bring any extra spending money on field trips.

Participants will travel to and from field trips in a bus provided by the school system. Participants are expected to board and unload from the bus in an orderly manner and follow school transportation bus policies.

Only registered participants, staff and parent chaperones are permitted on the bus.

Camp site CLOSED during field trips: Please note that when a program site is on a field trip, no staff members will be at the site, and the camp is considered CLOSED. Please make plans to drop off/pick up child either BEFORE the field trip departs or AFTER its return.

Campers may be asked to wear a shirt of a particular color to help with camper supervision and safety.

If attending Discover-Play session, please bring completed Jumpology waiver on 1st day of camp.

Open Invitation

We invite parents to visit and observe our programs at any time. Please direct questions to the Site Supervisor regarding activities, policies, or concerns. We believe that our standards will meet or exceed your expectations. Parents are also welcome to join us for any field trip or special visitor. Please contact the Site Supervisor if you are interested in joining us!



Checklist for Camp:

What to bring to camp.....

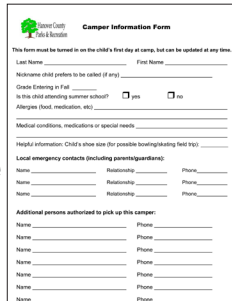
Lunch (including drinks) & two snacks

Hat/sun visor/Sunscreen

Sneakers

Energy and enthusiasm

Completed **Camper Information Sheet** (please bring on child's first day at camp)

A form titled "Camper Information Form" from Hanover County Parks & Recreation. It includes fields for camper name, parent name, and camper's age. There are checkboxes for "Is this child attending summer school?" and "Does child have medical conditions or special needs?". It also has sections for "Local emergency contacts (excluding parents/guardians)" and "Additional persons authorized to pick up this camper", each with fields for name, relationship, and phone number.

Water bottles also encouraged.

*If camper is enrolled in Discover-Play session, be sure to bring in **Jumpology Waiver** form.

*If camper needs medication at camp, be sure to bring in **Physician's Order** form and **Authorization and Permission for Administration of Medication** form.

These forms at end of Parent Packet.

What NOT to bring to camp....

Electronic devices

Personal items of value

Knives, guns, or weapons of any type-play or real

Cell phones (not permitted during program hours)

No open toed shoes (i.e. flip flops)

Any medication without approval (including over-the-counter or prescriptions)

Pokemon cards or other collectibles that could become lost, broken or stolen.

No need to bring spending money.

Camper Behavior

The following behaviors are not permitted and will not be tolerated:

1. Horseplay, fighting or rough/inappropriate behavior of any kind.
2. Use of profanity, obscene gestures, or other inappropriate language.
3. Undue familiarity between participants.
4. Throwing, kicking, slapping or punching another participant or staff.
5. Harrassment, hazing, threatening, bullying, or intimidating behavior or language toward another person.
6. Stealing items from the equipment bins, camp activity rooms, or another participant or staff's personal belongings.
7. Any behavior determined to be inappropriate by the Site Supervisor.

Hanover County and/or the program staff are not responsible for stolen, damaged or lost items.

Parents/guardians are financially responsible for their child(ren)'s actions when he/she:

- Defaces and/or destroys the building, grounds or equipment.
- Tamper with or pulls the fire alarm without due cause.
- Attempts or commits assault and/or battery of a participant or staff.

Stay Informed

Look for signs near the check-in area for important announcements regarding upcoming field trips, Special Visitors and other reminders.

Check with supervisor for any changes that may have occurred in the activity schedules from your original receipt as well as your supervisor contact information.

Also "like" Hanover County Parks and Recreation on Facebook for announcements and follow us on Twitter.

GUIDELINES FOR DISCIPLINE

The goal of Hanover Parks Recreation Summer Sneakers is to provide meaningful and supervised leisure-time activities to Hanover County youth.

The purpose the "Guidelines of Discipline" is to ensure the recreational activities can exist in a safe and secure environment for all interested participants. Our first initiative will be to guide children towards acceptable social behavior and focus on positive actions. All factors relating to a particular behavior are considered in the evaluation of specific incidents in question. It is also understood that guidelines and limitations must exist and be enforced, as severe behavioral problems will not be tolerated.

These "Guidelines for Discipline" will be reviewed with participants and rules will be clearly posted at the camp site.

MINOR BEHAVIOR PROBLEMS:

Behavior problems that do not harm or endanger program activities or the safety of program participants or staff, but warrant corrective actions and guidance.

Examples: name-calling, negative attitude, lack of cooperation, refusal to participate (not affecting others), lack of attention to established rules, and such.

Corrective Actions: Documented warning to child, explaining the consequence of further repetitive behavior. If behavior continues, child should be given a "time out" for a given length of time, as deemed appropriate by staff and documented to reflect behavior and consequence. More than five (5) minor behavioral problems in a program week will result in staff completing a Disciplinary Notice.

MAJOR BEHAVIOR PROBLEMS:

Behavior problems that interfere with the safety of program activities, safety of program participants or staff, safety of the individual demonstrating the behavior, or affects the ability of the activity to occur.

Examples: any aggressive physical conduct (shoving, pushing, etc), disrespect to staff & others, deliberate destruction of recreational equipment, or continued minor behavior problems after corrective action has been taken.

Corrective Actions: Stop the behavior and remove the child from the activity area. Child should be given a "time out" for a given length of time, as deemed appropriate by staff. Prior to returning to planned activities, if appropriate, staff will address alternative behaviors with child. Staff will complete a Disciplinary Notice and discuss with the parent. A parent must sign the Disciplinary Notice and a copy will be provided to them. Additional occurrences of major behavior problems may result in suspension from the program.

SEVERE BEHAVIOR PROBLEMS AND NON-TOLERABLE OFFENSES:

Behavior problems that harm any program participant, staff, or the individual demonstrating the behavior; continued incidents of major behavior problems; any offenses that may carry legal implications.

Examples: severe fight, physical attack, possession of firearms, vandalism, evidence of intoxication, possession of any drug substance, selling or evidence of intent to sell any substance for abuse, attempt to influence any other youth to engage in the activity of substance abuse.

Corrective Actions: Stop the behavior immediately and remove the child from the activity area. Notify parents, Recreation Coordinator, and Recreation Program Director immediately. If necessary, notify Director of Parks and Recreation, Hanover County Schools, and/or Sheriff's Department immediately. Site Supervisor will complete a Disciplinary Notice documenting the incident and discuss completely with parent. A parent must sign the Disciplinary Notice and a copy will be provided to them. Child will be suspended from the program for a length of time to be determined on a case-by-case basis. Parent will be required to discuss the behavior/incident with staff, and if deemed appropriate, Recreation Program Director and/or Director of Parks and Recreation before child can be re-instated to Recreation Department sponsored program.



Camper Information Form

This form must be turned in on the child's first day at camp, but can be updated at any time.

Last Name _____ First Name _____

Nickname child prefers to be called (if any) _____

Grade Entering in Fall _____

Is this child attending summer school? yes no

Allergies (food, medication, etc) _____

Medical conditions, medications or special needs _____

Helpful information: Child shoe size (for bowling/skating field trip): _____

Local emergency contacts (including parents/guardian):

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Additional persons authorized to pick up this camper:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Hanover County Parks and Recreation
Authorization and Permission for Administration of Medication
Prescription Medication Only

The Hanover County Parks and Recreation Department requires Youth Summer Program (Summer Sneakers and Mega Middle) participants to follow these guidelines:

1. An Authorization and Permission for Administration of Medication form must be filled out by the parent or legal guardian.
2. A Physician's Order Form must be filled out by the child's physician.
3. Medication labels must contain the child's name, name of medication, direction for use and date. Physician order and medication label must agree.
4. Prescription medication must be brought to the Youth Summer Program on a daily basis in the current original properly labeled container as dispensed by the pharmacist or physician. It must be given directly to the Site Supervisor. Only send the prescribed daily dosage per day.
5. Once the medication is given to the Site Supervisor, it will be put in a locked box for safety.
6. After the medication is administered, the empty prescription bottle will be returned to the child's lunch box/bag.
7. The Site Supervisor will document that the stated medication was given to child.
8. The Site Supervisors are not certified health professionals. They will be given basic training in the administration of medication.
9. No short-term medication or over the counter medication will be administered.
10. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the Director of Parks and Recreation.

To be completed by Parent or Guardian:

Program Participant: _____ Date of Birth: _____

Program School Site: _____

Doctor's Name: _____ Phone number: _____

Number of Days medication to be given: _____

I request that the above listed Youth Summer Program Participant be administered medication at the Youth Summer Program by the authorized staff, according to the prescription instructions. The child has experienced no previous side effects from the medication. I further agree that the Hanover County Parks and Recreation personnel may contact the prescribing physician as needed and that the medication information may be shared with personnel who need to have that information. I understand that the law provides that there shall be no liability for civil damages as a result of the administration of medication where the person administering medication acts as an ordinarily reasonable prudent person would under the same or similar circumstances. I agree to provide safe delivery of medication and equipment to and from the Youth Summer Program on a daily basis.

Parent/Guardian Signature _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone: Day _____ Evening _____ Cell _____



PHYSICIAN's ORDER FORM
To be completed by physician

Patient's Name: _____

Age: _____

Medication: _____

Dose: _____

Route: _____

Time/Frequency: _____

Possible Side Effects: _____

Medication to be taken from _____ to _____
Date to begin date to discontinue/
re-evaluate/follow-up

Date: _____

Physician's Signature: _____

Physician's phone number: _____

Physician's name/address: _____

Emergency Phone Number: _____

**JUMPOLOGY VIRGINIA, LLC, PARTICIPANT AGREEMENT, INDEMNIFICATION, GENERAL RELEASE AND ASSUMPTION
(PLEASE READ THIS DOCUMENT CAREFULLY, BY SIGNING IT, YOU ARE GIVING UP YOUR AND/OR YOUR MINOR'S LEGAL RIGHTS)**

In consideration of being allowed to participate in the services and activities, including, but not limited to, trampoline park access, trampoline dodge ball, trampoline basketball, aerial training, fitness classes, trampoline courts, foam pit activities and snack bar access and any other amusement activities (collectively "ACTIVITIES"), provided by JUMPOLOGY VIRGINIA, LLC and its agents, owners, officers, directors, principals, volunteers, participants, clients, customers, invitees, employees, independent contractors, insurers, facility operators, land and/or premises owners, and any and all other persons and entities acting in any capacity on its behalf (collectively "JUMPOLOGY"), I, on behalf of myself, and/or on behalf of my minor child(ren)/ward(s), hereby agree to forever release, indemnify and discharge JUMPOLOGY on behalf of myself, my spouse, legal partner, my children, my parents, my guardians, heirs, assigns, personal representatives and estate, and all other persons and entities who could in any way represent me or act on my behalf as follows:

(1) **RELEASE OF LIABILITY:** Despite all known and unknown risks, I hereby expressly and voluntarily remise, release, acquit, satisfy and forever discharge JUMPOLOGY and agree to hold it harmless of and from all, and all manner of action and actions or omission(s), cause and cause of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties covenants, contracts, controversies, agreement, promises, variances, trespasses, damages, judgments, executions, claims and demands whatsoever, in law or in equity, including, but not limited to, any and all claims which allege negligent acts and/or omissions committed by JUMPOLOGY, whether the action arises out of any damage, loss, personal injury, or death to me or my child(ren)/ward(s), while participating in or as a result of participating in any of the ACTIVITIES. This Release of Liability, is effective and valid regardless of whether the damage, loss or death is a result of any act or omission on the part of JUMPOLOGY.

(2) **INDEMNIFICATION:** I hereby agree to indemnify and hold harmless from and against any and all losses, liabilities, claims, obligations, costs, damages and/or expenses whatsoever paid, incurred and/or suffered by JUMPOLOGY, including, but not limited to, any and all attorneys' fees, costs, damages and/or judgments JUMPOLOGY incurs in the event that I or my minor child(ren)/ward(s) cause any injury, damage and/or harm to JUMPOLOGY and/or any and all other persons and entities acting in any capacity on behalf of JUMPOLOGY.

(3) **ATTORNEYS' FEES:** I promise to indemnify JUMPOLOGY for any attorneys' fees and/or costs incurred to enforce this agreement, including all costs associated with any collection efforts. Further, should any debt and/or judgment accrue in favor of JUMPOLOGY, pre-judgment and post-judgment interest shall accrue thereon at a rate of 18% per annum.

(4) **PHOTO RELEASE:** By entering JUMPOLOGY and participating in the ACTIVITIES, I hereby grant JUMPOLOGY on behalf of myself and on behalf of my child(ren)/ward(s), the irrevocable right and permission to photograph and/or record me or my child(ren)/ward(s) in connection with JUMPOLOGY and to use the photograph and/or recording for all purposes, including advertising and promotional purposes, in any manner and all media now or hereafter known, in perpetuity throughout the world, without restriction as to alteration. I waive any right to inspect or approve the use of the photograph and/or recording, and acknowledge and agree that the rights granted to this release are without compensation of any kind.

(5) **TERMS OF AGREEMENT:** I understand that this agreement extends forever into the future and will have full force and legal effect each and every time I or my child(ren)/ward(s) visit JUMPOLOGY, whether at the current location or any other location or facility.

VENUE/ARBITRATION: In the event a lawsuit is filed against JUMPOLOGY, I agree to the sole and exclusive venue of the Henrico County. I further agree that the substantive law of Virginia shall apply without regard to any conflict of law rules. I also agree that if any portion of this agreement is found to be void or unenforceable, the remaining portion shall remain in full force and effect. Any controversy between the parties hereto involving any claim arising out of or relating to a breach of this agreement shall be submitted to and be settled by final and binding arbitration in Henrico County, Virginia, in accordance with the then current Commercial Arbitration Rules of the American Arbitration Association.

By signing this document, I understand that I may be found by a court of law to have forever waived my and my child(ren)/ward(s) right to maintain any action against JUMPOLOGY on the basis of any claim from which I have released JUMPOLOGY and any released party herein. I have had a reasonable and sufficient opportunity to read and understand this entire document and consult with legal counsel, or have voluntarily waived my right to do so. I knowingly and voluntarily agree to be bound by all terms and conditions set forth herein.

ALL INFORMATION REQUIRED.

Parent or Legal Guardian's Signature: _____ Date: _____

Parent or Legal Guardian's Full Name: _____

Parent or Legal Guardian's Birthdate (mm/dd/yyyy): _____

Parent or Legal Guardian's Phone Number: _____

ENTER FULL NAME AND BIRTH DATE OF ALL FAMILY MEMBERS UNDER THE AGE OF 18

(CHILDREN OF SIGNING PARENT OR LEGAL GUARDIAN ARE ENTERED BELOW)

First Child's First Name: _____ First Child's Last Name: _____

First Child's Birth Date (mm/dd/yyyy): _____

Second Child's First Name: _____ Second Child's Last Name: _____

Second Child's Birth Date (mm/dd/yyyy): _____

Third Child's First Name: _____ Third Child's Last Name: _____

Third Child's Birth Date (mm/dd/yyyy): _____

We reserve the right to review your license and/or other forms of ID to verify identity and age.